

COOPERATIVE WORK EXPERIENCE

DEFINITION

Cooperative work experiences integrate classroom learning with productive, structured work experience that should be directly related to the goals and objectives of the Student Education Occupation Plan (SEOP). These experiences lead to the development of higher level skills. Cooperative work experiences are:

- Paid experiences
- Linked to a related training course

During a cooperative work experience, high school students have the opportunity to apply their formal classroom learning to actual career situations. Students receive training in technical and career skills, while earning high school credit for successful cooperative work experiences.

STUDENT ELIGIBILITY

- Be a junior or senior in high school
- Meet school guidelines for participation
- Obtain appropriate permission from the school and parent
- Have a student career goal (SEOP/IEP) and a class related to the experience

LIABILITY EXPOSURE

In cooperative work experiences, students are paid employees. Utah state law indicates that in such cases, students are considered regular employees and are covered by the employer's worker's compensation insurance.

STUDENT RESPONSIBILITIES

- Provide a resume to and interview with the employer
- Develop learning objectives and complete a training agreement
- Complete job assignments and meet employer expectations
- Complete and return required forms
- Dress appropriately for the work site including all appropriate safety, clothing, equipment, etc.
- Arrive and depart as scheduled
- Show honesty, punctuality, a cooperative attitude, proper grooming and a willingness to learn
- Report accidents, injuries or concern to school supervisor, work supervisor and parent
- Use transportation approved and/or provided by the parent
- Notify employer of absences in advance

STUDENT PREPARATION

- Define a career goal based on career exploration, interest inventories and past work-based learning experiences
- Define a sequence of classes that link with the cooperative work experience
- Register for a course that relates to the cooperative work experience
- Complete and return all required forms

EMPLOYER RESPONSIBILITIES

- Interview and hire student through the traditional hiring process
- Sign training agreement
- Support development of student learning objectives
- Provide time to orient, train and give feedback to the students
- Review progress with the student periodically
- Meet with student and school supervisor to review student progress
- Allow school supervisor to visit the student at the work site
- Orient the student and provide safety instruction
- Inform student of required safety clothing or equipment
- Contact school supervisor regarding termination, injury, accidents or problems

SCHOOL SUPERVISOR RESPONSIBILITIES

- Distribute and collect completed forms
- Encourage linkage of cooperative work experience with the SEOP/IEP
- Verify related class(es) and graduation status
- Monitor student progress, attendance and grades
- Maintain open communication with student, parent and employer
- Follow procedural guidelines related to safety including safe site visit and continued monitoring
- Provide data to the work-based learning coordinator or related personnel

SAMPLE FORMS

- *Activity Release Form*, if applicable
- *Data Sheet*
- *Employer Feedback Form*
- *Skills/Learning Grid*
- *Student Application*
- *Student Commitment Form*
- *Student Evaluation Form*
- *Student Feedback Form*
- *Time Sheet*
- *Training Agreement*
- *Work Site Agreement*